

ASHFIELD DISTRICT COUNCIL



Council Offices,
Urban Road,
Kirkby in Ashfield
Nottingham
NG17 8DA

Agenda

Licensing Committee

Date: **Wednesday, 27th January, 2021**

Time: **10.00 am**

Venue: **[Ashfield District Council's YouTube Channel](#)**

For any further information please contact:

Lynn Cain

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01623 457317

LICENSING COMMITTEE

Membership

Chairman: Councillor Warren Nuttall

Councillors:

Kier Barsby
Melanie Darrington
Arnie Hankin
Rachel Madden
Caroline Wilkinson

Jim Blagden
Dale Grounds
Trevor Locke
Lauren Mitchell
John Wilmott

FILMING/AUDIO RECORDING NOTICE

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SUMMONS

You are hereby requested to attend a meeting of the Licensing Committee to be held at the time and on the date mentioned above for the purpose of transacting the business set out below.



Carol Cooper-Smith
Chief Executive

AGENDA

Page

1. To receive apologies for absence, if any.
2. **Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests.**
3. To receive and approve as a correct record the minutes of the meeting of the Committee held on 28 October 2020. 5 - 6
4. **Street Trading: New Resolution.** 7 - 50

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LICENSING COMMITTEE

Virtual Meeting held on Wednesday, 28th October, 2020 at 10.00 am

Present: Councillor Warren Nuttall in the Chair;

Councillors Kier Barsby, Jim Blagden,
Dale Grounds, Arnie Hankin, Trevor Locke,
Rachel Madden, Caroline Wilkinson and
John Wilmott.

Apologies for Absence: Councillors Melanie Darrington and
Lauren Mitchell.

Officers Present: Julian Alison, Lynn Cain, H Cash,
Emma Humphreys, Mike Joy, Christine Sarris,
Sara Scott-Greene and Shane Wright.

L.4 Declarations of Disclosable Pecuniary or Personal Interests and Non Disclosable Pecuniary/Other Interests

Councillor Kier Barsby declared a Non Disclosable Pecuniary/Other Interest in respect of agenda item 5 (Hackney Carriage & Private Hire Licensing Policy: Updated following issue of Statutory Guidance). His interest arose from the fact that a relative was currently employed as a hackney carriage vehicle driver.

L.5 Minutes

RESOLVED

that the minutes of the meeting of the Committee held on 30 July 2020, be received and approved as a correct record.

L.6 Street Trading: New Resolution

Members were requested to consider a variation to existing street trading designations currently in force, to enhance and support the aims of the Council's new Street Trading Policy and to approve the necessary consultation procedures.

RESOLVED that

- a) all streets within the Ashfield District be designated as "Consent Streets";
- b) the new draft designation of "Consent Streets" in Ashfield be approved for consultation as per legislative requirements;

- c) the Licensing Manager be instructed to carry out the statutory consultation process and report any responses back to the Committee for further consideration.

L.7 Hackney Carriage & Private Hire Licensing Policy: Updated following issue of Statutory Guidance

Committee Members were requested to consider proposed updates and amendments to the Hackney Carriage & Private Hire Licensing Policy following the issue of statutory guidance.

RESOLVED that

- a) the proposed updates and amendments to the Hackney Carriage & Private Hire Licensing Policy, to facilitate the requirements placed on drivers, vehicle proprietors and operators seeking to hold or who currently hold a licence with the Council, be approved;
- b) the proposed updates and amendments to the Warnings, Offences, Cautions and Convictions Policy (contained within the Hackney Carriage & Private Hire Licensing Policy) in light of the updated statutory guidance recommendations, be approved;
- c) the Licensing Manager be authorised to carry out a consultation on the proposals detailed within the report;
- d) delegated authority be granted to the Chairman of the Licensing Committee, in conjunction with the Service Director for Place and Communities, to consider any responses to the consultation and make any relevant changes to the draft Hackney Carriage & Private Hire Licensing Policy, to finalise accordingly.

The meeting closed at 10.34 am

Chairman.

Report To:	LICENSING COMMITTEE	Date:	27th January 2021
Heading:	STREET TRADING: NEW RESOLUTION		
Portfolio Holder:	REGULATORY SERVICES		
Ward/s:	ALL		
Key Decision:	N/A		
Subject to Call-In:	N/A		

Purpose of Report

On 28th October 2020 the Licensing Committee Council approved a new Draft Street Trading Resolution to compliment the new Street Trading Policy that came into force in Summer 2019, and to supersede any previous Street Trading Resolutions made by the Council that restricted street trading to just 15 specific locations.

A public consultation on the new draft Street Trading Resolution was held from 9th November 2020 – 20th December 2020, and the Licensing Committee is required to consider any such responses, make any necessary amendments to the draft Street Trading Resolution in light of such responses, and then recommend the draft Street Trading Resolution to Council for adoption.

Recommendation(s)

The Licensing Committee is recommended to:

- 1) Consider any responses to the public consultation;
- 2) Make any amendments to the Draft Street Trading Resolution in light of any such responses; and
- 3) Recommend that Council adopt the new Draft Street Trading Resolution, and to instruct the Licensing Manager to arrange the necessary statutory publication of the New Street Trading Resolution.

Reasons for Recommendation(s)

The powers to control Street Trading within the Council's area are conferred by Schedule 4 Local Government (Miscellaneous Provisions) Act 1982, which has been adopted by the Council. Under Schedule 4 of the Act, the Council is able to manage Street Trading by designating streets as Consent Streets, Licence Streets, or Prohibited Streets.

When Council adopted the new Street Trading Policy on 25th July 2019 setting the locality as one where a Street Trading Consent must be obtained before trading can commence, a Resolution was not made to designate all of the streets within the District as “Consent Streets” (i.e. streets on which trading may take place once the Council has granted the individual trader a “Consent” to do so).

This report seeks to rectify this omission, and that this Committee recommends to council that the new Draft Street Trading Resolution be adopted.

Alternative Options Considered

Consider designating some streets as Licence and/ or Prohibited streets: Not recommended as this would restrict street trading in the District and be contrary to the spirit of the approved Street Trading Policy. The Street Trading Policy contains safeguards to ensure that trading will not be allowed in inappropriate locations.

Do nothing: Not recommended as this would mean that any designations under historic Resolutions made prior to 25th July 2019 would remain in force, meaning street trading consents for new locations would not be able to be granted without a formal Resolution being made, and that the restricted number of 15 Consent Streets would remain the norm.

Detailed Information

On 25th July 2019, following the recommendation of this Committee, Council adopted a new Street Trading Policy that proposed all streets within the Ashfield District be Consent Streets (i.e. a Street Trading Consent must be granted by the Council in order for Street Trading to take place on the highway). Unfortunately when the Street Trading Policy was put before this Committee, Officers were unaware of the need to also seek a formal resolution of the Committee to vary the existing street trading designations made by prior resolutions of this Committee.

The Local Government (Miscellaneous Provisions) Act provides for the regulation of street trading within a local authority area. The Authority may choose to designate a street as either a:-

- a) Prohibited Street;
- b) Licence Street; or
- c) Consent Street.

If no designation is made, street trading in that area cannot be regulated by the Authority. If a street is designated a Prohibited Street no trading at all is permitted. The method for designating a street is prescribed by the legislation, requiring public consultation and a resolution of the Committee.

On 6th March 2002 the Licensing and Registration Committee resolved to adopt the street trading legislation for the whole district and designated any streets that were not Consent Streets as Prohibited Streets. Since then a number of further resolutions have been made adding to the list of Consent streets however any streets not on that list currently remain prohibited streets. A copy of the March 2002 resolution along with a list of the current Consent Streets within the District is attached at **Appendix One**.

Without a new Resolution to vary the existing prohibited street designations, the aims of the new Policy would be unable to be achieved. On 28th October 2020 this Committee approved a new Draft Street Trading Resolution for public consultation. The new Draft Resolution would enable all streets within the Ashfield District be “Consent Streets”. A copy of the Draft Resolution is attached at **Appendix Two**.

The consultation ran from 9th November 2020 to 20th December 2020 and was publicised on the Council website, all current Street Traders were written to, and both the Police and Highways

Authority were notified. No responses were received. As such, this Committee is asked to recommend that Council adopt the new Draft Street Trading Resolution originally approved for consultation by this Committee.

If Council adopts the new Draft Resolution, it must publish it for two consecutive weeks in a local paper (the first of which must not be less than 28 days before the date specified in the Resolution for the designation to come into force).

Protections are in place for communities and existing businesses within the Street Trading Policy, in order that street trading is not a cause of nuisance, unfair competition, or would negatively impact on any location.

Members will already be aware of the seven criteria contained within the Street Trading Policy which define locations that may not be deemed suitable for Street Trading (a copy of the Policy is attached at **Appendix Three**) in order to promote the above matters, which are that Street Trading applications for the following locations will likely be refused:

- **In close proximity to a place of worship;**
- **In close proximity to a place of education;**
- **In close proximity to a place of healthcare;**
- **In close proximity to a place of cultural or historical local / national significance;**
- **In close proximity to primarily residential properties;**
- **In close proximity to a business offering the same goods / services;**
- **Likely to undermine the safety and / or convenience of the general public and / or road users.**

Implications

Corporate Plan:

Legal:

The Local Government (Miscellaneous Provisions) Act 1982 (Schedule 4) sets out the process for designating Consent Streets and rescinding any existing Street Trading Resolution(s).

The process to be followed has been detailed within this report.

Finance:

The cost of administering the Street Trading Scheme is recovered through the fees and charges applicable to this specific licensing function, and such fees are reviewed annually.

This report is effective from **27th January 2021** and has the following financial implications.

Budget Area	Implication
General Fund – Revenue Budget	None

General Fund – Capital Programme	None
Housing Revenue Account – Revenue Budget	None
Housing Revenue Account – Capital Programme	None

Risk:

Risk	Mitigation
The Council has a statutory duty to carry out its licensing functions.	Approved processes, procedures and policies are in force to ensure that the Licensing Authority minimises any risks it may be exposed to when carry out its licensing functions and decision making processes.

Human Resources:

There are no Human Resources implications contained within this report.

Environmental/Sustainability

By approving the draft Resolution, the Council is able to control Street Trading throughout the District, ensuring the protection and sustainability of the local environment.

Equalities:

There are no diversity or equality implications contained within this report.

Other Implications:

None

Reason(s) for Urgency

Not applicable

Reason(s) for Exemption

Not applicable

Background Papers

Appendix One: New Draft Street Trading Resolution

Appendix Two: List of current Consent Streets

Appendix Three: Street Trading Policy

Report Author and Contact Officer

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DRAFT RESOLUTION

Pursuant to paragraphs 2(3) and (13) of Schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982, Ashfield District Council, for the purposes of regulating street trading in the District, hereby resolves with effect from a date not earlier than one month from the date hereof:

- 1) to rescind paragraph 5(b) of the resolution made by this committee on 6 March 2002 which adopted all non-consent streets in the District as prohibited streets.
- 2) to designate every street in the District, not already so designated, a consent street on which street trading is permitted by holders of a street trading consent granted by the Council. For the avoidance of doubt street trading on a consent street is prohibited without the prior consent of the Council.

APPENDIX TWO

LICENSING AND REGISTRATION COMMITTEE.

Meeting held in the Council Chamber,
Council Offices, Urban Road, Kirkby in Ashfield,

on Wednesday 6th March, 2002, at 9.30 a.m.

Present: Councillor J.E. Blagden in the Chair;
Councillors A. Butler, M.A. Carey, G. Dove,
D. Hague, Mrs. R.E. Madden and Mrs. C.A. Young.

Apology for Absence: Councillor T.C. Locke.

Officers Present: W. Buckley, M. Needham, Miss J. Robinson and
S. Wormald.

LR7.1 MINUTES.

RESOLVED

that the minutes of the meeting of the Licensing and Registration Committee held on 19th December, 2001, be taken as read and signed by the Chairman as a correct record.

LR7.2 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS.

Councillor Mrs. C.A. Young declared a general non-pecuniary interest in respect of any matters relating to Hire Vehicles.

LR7.3 LICENCE, REGISTRATION CONSENT AND PERMIT FEE INCREASES FOR 2002.

Additional information in respect of this item had been circulated to Members. The Committee was asked to consider the level of increases of licensing, registration and permit fees for 2002. In addition to consider an additional increase in order to finance a part-time Licensing Enforcement Officer for 2002/03.

Prior to reaching a decision Members considered the alternative option of leaving fees at the existing rates or make an increase or reduction of the existing or proposed fees.

RESOLVED that

- (a) the level of fee increases, as set out in Column (B) in the Addendum to the report, to cover the part-time Licensing Enforcement Officer post, be approved from 1st April, 2002;
- (b) in view of the additional duties to be undertaken by the Licensing Section the Personnel Committee be requested to consider an additional part-time post (proposed scale 3/4) to support the work of the Licensing Section;
- (c) the Head of Environmental Health Services, in consultation with the

Chairman of this Committee, be authorised to consider any representations made in respect of the proposed fees and agree any variation to the proposed fees which may be deemed appropriate.

Reason:

The Council's current financial strategy includes provision for a minimum of 5% increase in income. In addition, the Environmental Health Services Business Plan 2001-2005 makes provision for a part-time Licensing Enforcement Officer for 2002/03.

LR7.4

STREET TRADING - ADOPTION OF WHOLE OF DISTRICT
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982, SECTION 3 SCHEDULE 4.

Additional information in respect of this item was circulated to Members at the meeting. The Committee was asked to consider the control of street trading across the whole of the district.

Prior to reaching a decision Members considered the alternative options available as follows:-

1. Adopt all streets, lay-bys etc. within the Ashfield area as Consent to Trade Areas
2. Adopt all areas as prohibited streets.
3. Adopt the whole district as a licensed trading area.
4. Adopt specific sites as licensed trading areas with the remainder as prohibited sites.
5. Leave as status quo.

RESOLVED that

- (a) those areas within the District of Ashfield where there are existing traders, shall be designated as consent streets for the purposes of Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982;
- (b) all remaining streets within the District be adopted as prohibited streets;
- (c) the level of fee to be charged for a consent to trade shall be £821.20 for all applicants;
- (d) the Strategic Director, Community Services, in consultation with the Chairman and Vice-Chairman of this Committee, be authorised to implement the above decisions and take all necessary steps in accordance with the statutory procedure, and consider any representations or objections arising;
- (e) the Cabinet be informed of this Committee's proposals to adopt a combination of consent street trading areas and prohibited streets across the whole of the District.

Reason:

To control street trading across the whole of the District.

(The meeting was adjourned at 11.00 a.m. and reconvened at 11.25 a.m.)

LR7.5

SECTION 100 (A) LOCAL GOVERNMENT ACT 1972;

EXCLUSION OF THE PRESS AND PUBLIC.

RESOLVED

that in accordance with the provisions of Section 100(A) of the Local Government Act 1972, the press and public be now excluded from the meeting during the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 9 of Part I Schedule 12(A) of the Act.

LR7.6

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT, 1976,
TOWN POLICE CLAUSES ACT, 1847,
CONSIDERATION OF REFUND OF FEE.
(EXEMPT BY VIRTUE OF PARAGRAPH 9).

The Committee was asked to consider a request for a refund of a private hire operators licence fee.

The Section Head Environmental Health Officer (Commercial) presented his report which outlined the request. Members were then able to ask questions of the Section Head.

The applicant then presented his case to the Committee. Members were then able to ask questions of the applicant.

The Section Head and the applicant then made short closing addresses to the Committee.

The Chairman then required all parties other than Members of the Committee and the Committee Clerk to withdraw from the meeting to enable Members to deliberate on the application. The Chairman re-called the Legal Officer into the meeting to give advice to the Committee.

Prior to reaching a decision Members considered the alternative options available as follows:-

1. Refund the whole fee of £260.50.
2. Do not make any refund.

The Chairman subsequently invited all parties to return to hear the decision of the Committee.

RESOLVED that

- (a) in accordance with Section 70(6) of the Local Government Act (Miscellaneous Provisions) Act, 1976, and without setting any precedent regarding refunds to applications in the future, half of the private hire operators licence fee be refunded to Mr. M.S.;
- (b) the decision of the Committee to be confirmed to the applicant in writing.

Reason:

Due to the short period of time that the licence had been in force a refund of part of the fee was thought to be appropriate.

(The meeting was adjourned at 11.55 a.m. and reconvened at 1.00 p.m. Councillor A. Butler left the meeting at 11.55 a.m. following consideration of the above item and did not return to the meeting.)

LR7.7

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976,
TOWN POLICE CLAUSES ACT, 1847,
APPLICATION FOR A HIRE VEHICLE DRIVER'S LICENCE - MR. D.M.R.
(EXEMPT BY VIRTUE OF PARAGRAPH 9).

The Committee was asked to consider an application for a hire vehicle drivers licence.

The Section Head Environmental Health Officer (Commercial) presented his report which outlined the application.

The applicant then presented his case to the Committee. Members and the Section Head were then able to ask questions of the applicant.

The Section Head and the applicant then made short closing addresses to the Committee.

The Chairman then required all parties other than Members of the Committee and the Committee Clerk to withdraw from the meeting to enable Members to deliberate on the application. The Chairman re-called the Legal Officer into the meeting to give advice to the Committee.

Prior to reaching a decision Members considered the alternative options available as follows:-

1. Grant the Licence.
2. Grant the licence and issue a warning.
3. Refuse the application.

RESOLVED that

- (a) in accordance with the Local Government (Miscellaneous Provisions) Act, 1976, Town Police Clauses Act 1847, a hire vehicle driver's licence be granted to Mr. D.M.R. for an initial period of six months, subject to a strict warning being issued to the applicant advising him that the Committee would view subsequent convictions very seriously and revocation of his licence would be considered;
- (b) the decision of the Committee to be confirmed to the applicant in writing.

Reason:

The Committee were satisfied that the applicant was a fit and proper person to hold a hire vehicle driver's licence.

LR7.8

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976
TOWN POLICE CLAUSES ACT 1847
CONSIDERATION OF REVOCATION OF HIRE VEHICLE DRIVER'S LICENCE -
MR. P.S.A. (EXEMPT BY VIRTUE OF PARAGRAPH 9).

Members were advised that the applicant Mr. P.S.A. had failed to notify the Licensing Section whether or not he would be attending the meeting. In the event he did not attend the meeting.

The Committee was asked to consider a revocation of a hire vehicle driver's licence. The Section Head Environmental Health Officer (Commercial) presented his report which outlined the application.

Members were then able to ask questions of the Section Head.

The Section Head then made a short closing address to the Committee.

Prior to reaching a decision Members considered the alternative options available as follows:

1. Remove the existing suspension and allow Mr. P.S.A. to continue to be licensed.
2. Continue with the suspension.

RESOLVED that

- (a) in accordance with the Local Government (Miscellaneous Provisions) Act 1976, Town Police Clauses Act 1847, the hire vehicle driver's licence of Mr. P.S.A. be revoked with immediate effect;

- (b) the decision of the Committee to be confirmed to the applicant in writing.

Reason:

The Committee had regard to Section 61(1)(a)(ii) of the Local Government (Miscellaneous Provisions) Act 1976 and to a number of incidents concerning Mr. P.S.A.'s use of the hire vehicle, which had resulted in Mr. P.S.A. being on Police bail. The Committee viewed the incidents very seriously and, in the absence of mitigation from Mr. P.S.A. concluded that revocation of the licence was warranted. The priority of the Committee being protection of the public.

The meeting closed at 1.50 p.m.

Chairman

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LICENSING AUTHORITY

STREET TRADING POLICY

Effective from: 26th July 2019

Adopted: 25th July 2019

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GLOSSARY

The Act:	Schedule 4: Local Government (Miscellaneous Provisions) Act 1982
The Council:	Ashfield District Council.
The Applicant:	The trader who has submitted an application for a Street Trading Consent.
Consent Holder:	An individual who holds a Street Trading Consent.
A Street:	Includes any road, footway, beach or other area to which the general public have access without payment.
A Trading Consent:	A permission, given by the Council to trade, subject to conditions and payment of a fee.
A Roundsman:	An individual who visits a “round” of customers and delivers the orders of those customers, i.e. a milkman. A person operating an ice-cream van is not classed as a roundsman.
A Pedlar:	<p>A Pedlar is a trader who must:</p> <ul style="list-style-type: none"> • Hold a valid Pedlar’s Certificate issued by a Chief Constable of Police. • Keep moving, stopping only to service customers at their request. • Move from place to place, and not circulate within the same area. • Carry all goods for sale and not set up a “stall”.
Mobile Trader:	<p>A Mobile Trader is one that visits more than one location within the District, and who:</p> <ul style="list-style-type: none"> • Continually moves from location to location. • Does not wait in one location for more than 20 minutes. • Moves at least 50 metres from the last trading location; and • Does not return to the same trading location within 4 hours. • Does not trade within 100 metres of any entrance to any educational establishment (without formal invitation from the educational establishment).
Licensing Officer:	An Authorised Officer employed by the Council and authorised by the Council to act in pursuance of the provisions of the Local Government (Miscellaneous Provisions) Act 1982 (the legislation regulating Street Trading).
Activities that do not require a Street Trading or Mobile Trading Consent:	<p>Trading:</p> <ul style="list-style-type: none"> • As a Pedlar under a Pedlar’s Certificate. • As a News Vendor • At a Market or fair, the right to hold which having been obtained by a grant, enactment or order. • At or adjoining a shop premises as part of the business of the shop. • As a Roundsman (i.e. delivering pre-ordered goods to customers). • From a licensed highway area • Under a Street Collection Permit for charitable purposes.

1. PURPOSE OF THE POLICY

- 1.1 This Policy sets out the framework for the management of Street Trading in the area for which Ashfield District Council has responsibility.
- 1.2 The powers to control Street Trading within the Council's area are conferred by Schedule 4 Local Government (Miscellaneous Provisions) Act 1982, which has been adopted by the Council. Under Schedule 4 of the Act, the Council is able to manage Street Trading by designating streets as Consent Streets, Licence Streets, or Prohibited Streets.
- 1.3 The Council recognises the valuable contribution that Street Trading can make to the local culture and economy, and the services that Street Traders provide to residents and visitors. Street Trading can provide people with a flexible way of working, to meet the demands of the public where and when such demands arise.
- 1.4 Ashfield District Council is committed to improving the support provided to small businesses, ensuring that there are no unnecessary burdens placed on them, and that they are provided with sufficient guidance and advice to enable them to operate safely and successfully.
- 1.5 Issues can arise where Street Traders do not pay due regard to their location and operation, or make it dangerous for the public and road users to move around them. Street Trading can also result in littering and other nuisances to persons in the vicinity.
- 1.6 This Policy sets out the criteria the Council will use when considering applications for Street Trading Consents. It sets out the grounds upon which decisions are made about Street Trading applications, and any enforcement actions if required.
- 1.7 This Policy also supports the Council's commitment to work in partnership with other agencies and avoiding duplication with other statutory controls.
- 1.8 This Policy intends to promote a flexible approach in relation to applicants seeking to operate new Street Trading businesses, whilst also endeavoring to promote a well regulated Street Trading function by ensuring that such Trading does not become a source of nuisance or annoyance to those who live in, work in and visit the District.

2. POLICY CONSULTATION

2.1 In determining this Policy, the Council has consulted with the following:

- **Nottinghamshire Police**
- **Nottinghamshire Police Licensing Unit**
- **Nottinghamshire Fire & Rescue**
- **Nottinghamshire County Council Highways**
- **Nottinghamshire County Council Trading Standards**
- **Parish and Town Councils**
- **Current Street Traders**
- **Local businesses**
- **Residents**

2.2 In addition the Council's regulatory and enforcement services have been consulted. These include:

- **Planning**
- **Environmental Health**
- **Health & Safety**
- **Environmental Protection**
- **Environmental Services**
- **Economic Development**
- **Place & Communities**
- **Markets**
- **Car Parks**

3. DURATION OF POLICY

- 3.1 This Policy will be reviewed every 5 years. If required, periodic updates to the Policy may be carried out.
- 3.2 When reviewing this Policy, a consultation with the public, business, and holders of Consents will be carried out.

4. LEGISLATION & CURRENT PROVISIONS

4.1 The Act sets out a number of definitions and provisions:

Street Trading is defined as “the selling or exposing or offering for sale any article (include a living thing) in a street – subject to a number of exceptions,” such as:

- **Trading as a Pedlar under the authority of a Pedlar’s Certificate granted under the Pedlars Act 1871.**
- **Any trade in a Market or Fair, the right to hold which having been obtained by a grant, enactment or order.**
- **Trading in a trunk picnic road area provided by the Secretary of State under Section 112 of the Highways Act 1980.**
- **Trading as a News Vendor (subject to S.3. of the Act).**
- **Trading at premises used as a petrol filling station or from a street adjoining a shop premises as part of the business of the shop.**
- **Offering or selling things as a Roundsman.**
- **The use for trading under Part VIIA of the Highways Act 1980 of an object or structure placed on, in or over a highway.**
- **The operation of facilities for recreation or refreshment under Part VIIA of the Highways Act 1980.**
- **The doing of anything authorised by regulations made under Section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act 1916 for charitable purposes.**

4.2 Schedule 4 of the Act defines a street as any road, footway, beach or other area to which the public have access without payment, and a service area as defined in Section 329 of the Highways Act 1980.

4.3 A Consent Street is a street in which Street Trading can only take place if the consent of the Local Authority has first been obtained.

4.4 All streets within the Council's area are designated as Consent Streets, as such no trading may take place without the Council having issued a Street Trading Consent to the trader. A list of locations already designated as approved Street Trading locations can be found on the Council website.

4.5 The Council has determined that applications for a Street Trading Consent will be refused for locations that are deemed to be:

- **In close proximity to a place of worship;**
- **In close proximity to a place of education;**
- **In close proximity to a place of healthcare;**
- **In close proximity to a place of cultural or historical local / national significance;**
- **In close proximity to primarily residential properties;**
- **In close proximity to a business offering the same goods / services;**
- **Likely to undermine the safety and / or convenience of the general public and / or road users.**

- 4.5 Prohibited Streets are streets that have been designated as ones where no Street Trading may take place.
- 4.6 There are no Prohibited Streets within the Ashfield District Council area. The M1 is designated as a motorway and Street Trading is forbidden on motorways.
- 4.7 A Licence Street is a street that requires a formal Licence to have been granted before any Street Trading can take place.
- 4.8 There are no Licence Streets within the Council's area.
- 4.9 Street Traders who serve hot food or hot beverages at any time between 23:00 hours and 05:00 hours will also require a Premises Licence granted by the Licensing Authority in accordance with the Licensing Act 2003.

4.10 TYPES OF CONSENTS ISSUED BY THE COUNCIL

- 4.11 For the purposes of this Policy and to assist applicants, Ashfield District Council issues 4 types of Street Trading Consents, each specific in its nature:
- **Street Trading Consent:** Trading from a stall / unit / vehicle from a single designated location on a regular basis.
 - **Mobile Trading Consent:** Trading from a vehicle at various locations across the Ashfield District, but for no more than 20 minutes at a time, and no location to be revisited within a 4 hour period.
 - **Community & Charity Event Trading Consent:** Trading at non-profit making events (within the Ashfield District) held by a registered charity or community association, whether for a single day or for the duration of the entire event.
 - **Special Event Trading Consent:** Trading at events (within the Ashfield District) where the organiser intends to make commercial gain, whether for a single day or for the duration of the entire event.

4.12 CONSULTATION PERIOD FOR STREET TRADING CONSENT APPLICATIONS

- 4.13 All Street Trading Consent applications (save for Mobile Traders, Community & Charity Event Traders, and Special Event Traders) for locations not already adopted by the Council will be subject to a 28 day consultation period.
- 4.14 The consultation will seek the views of local residents and businesses that may be directly affected, and statutory agencies whose responsibilities may be impacted by the proposed business.
- 4.15 Consideration will be given to all written representations that are not deemed to be irrelevant, frivolous, vexatious, or repetitive. Representations will be vetted by Officers of the Licensing Team for validity.
- 4.16 Applications subject to valid representations will be determined at a Hearing chaired by the Director: Place & Wellbeing, who is delegated authority by the Licensing Committee to determine such applications.

4.17 RELEVANT CONSIDERATIONS APPLICABLE TO ALL APPLICATIONS

4.18 The following criteria will be considered in deciding whether or not a Consent will be granted, and on what conditions:

a) Public Safety

Whether any Street Trading activity represents, or is likely to represent, a risk to the public from the point of view of obstruction, fire hazard, unhygienic conditions, or danger that may occur when a Trader is accessing the site. Nottinghamshire County Council Highways Department will be consulted on all applications to ensure high standards of road safety for applicants, the public and other road users.

b) Public Order

Whether the Street Trading activity represents, or is likely to represent, a risk to public order. Nottinghamshire Police will be consulted on all applications regarding public order.

c) Preventing Nuisance or Annoyance

Whether the Street Trading activity represents, or is likely to represent, a risk of nuisance or annoyance to the public from noise, odour, fumes, litter, or the discharge of fluids, particularly in areas of residential properties. The Council's Environmental Protection Team will be consulted on all applications with regard to the prevention of nuisance.

d) Written Representations from Local Residents

Residents will be alerted to Street Trading (fixed single sites only) applications via a yellow A4 notice erected at the proposed Street Trading location. The relevant District Ward Councillor will be consulted on applications for Street Trading Consents in their area.

e) Planning Permission

A Street Trading Consent will only be issued where planning permission has been granted or where there is written evidence that planning permission is not required.

f) Suitability of Proposed Trading Location

Applications for a Street Trading Consent will be refused for locations that are:

- **In close proximity to a place of worship;**
- **In close proximity to a place of education;**
- **In close proximity to a place of healthcare;**
- **In close proximity to a place of cultural or historical local / national significance;**
- **In close proximity to primarily residential properties;**
- **In close proximity to a business offering the same goods / services;**
- **Likely to undermine the safety and / or convenience of the general public and / or road users.**

g) Appearance of the Stall / Vehicle / Unit

Any stall or vehicle from which trading is permitted must be maintained and presented to the same standard as originally manufactured. Internal and external finishes must be free from defects or damage. Any stall or vehicle must meet with the criteria, including size, laid down in the standard conditions attached to the grant of any Street Trading or Mobile Trading Consent.

h) Food Traders

Applicants for stalls or vehicles selling food, must provide proof of registration and inspection with their local Food Authority/ Environmental Health Department.

This is to be evidence by way of the most recent **Food Hygiene Rating Scheme Score** that has been issued to them, as all businesses must be registered with the Food Safety Team (Environmental Health) in the district within which the stall or vehicle is kept overnight, and if such a district is not Ashfield District Council, the business is still required to notify the Ashfield District Council Food Safety Team that it is trading at a location within our area.

Should the business change its registered address, then a notification must be sent to both the Licensing Team and Food Safety Team at Ashfield District Council, in order that our records may be updated.

All staff involved in the preparation of food shall hold a current Level 2 food safety certificate, accredited by the Chartered Institute of Environmental Health, the Royal Society of Health, or the Royal Institute of Public Health and Hygiene.

5. DELEGATION OF FUNCTIONS

- 5.1 The Licensing Committee has a duty to recommend and review the Street Trading Policy, and to recommend and review the fees and charges applicable to Consents issued by the Council.
- 5.2 The Licensing Committee agrees and recommends the standard conditions that are attached to the grant of any Street Trading and / or Mobile Trading Consent issued by the Council.
- 5.3 The Director: Place & Communities is delegated authority by the Licensing Committee to determine applications for Street Trading and Mobile Trading Consents, and to review existing Consents should relevant information come to light that would bring into question the suitability of an existing Consent holder or the Consent held.
- 5.4 The Director: Place & Communities is authorised to:
- a) Issue Street Trading Consents and attach such conditions as are considered reasonably necessary under the Local Government (Miscellaneous Provisions) Act 1982.
 - b) Refuse any application for a Street Trading Consent that:
 - (i) In the opinion of the Director does not comply with the Council's Street Trading Policy or conditions applicable to Street Trading or Mobile Trading Consents; or
 - (ii) Has been subject to valid objections from Nottinghamshire Police, Nottinghamshire Fire & Rescue, or Nottinghamshire County Council Highways on the grounds of public or highway safety.
 - c) Review and (if necessary) vary the conditions attached to an existing Street Trading or Mobile Trading Consent when necessary to promote public safety and / or prevent nuisance or annoyance to any affected parties, or the Trader has failed to comply with the conditions of the Consent, or information has come to light as to the suitability of the Trader.
 - d) Review and (if necessary) suspend or revoke a Street Trading or Mobile Trading Consent issued to an existing Trader when necessary to promote public safety and / or prevent nuisance or annoyance to any affected parties, or the Trader has failed to comply with the conditions of the Consent, or information has come to light as to the suitability of the Trader.

6. CONDITIONS ATTACHED TO STREET TRADING CONSENTS

- 6.1 The Council will apply standard conditions to all Street Trading and Mobile Trading Consents.
- 6.2 The standard conditions applied to Street Trading Consents are attached to this Policy at **Appendix One**.
- 6.3 The standard conditions applied to Mobile Trading Consents are attached to this Policy at **Appendix Two**.
- 6.4 These standard conditions are not exhaustive and other conditions may be added to individual consents as required to meet with the criteria of this Policy.
- 6.5 Street Trading may only be carried out from the stall / vehicle / unit authorised under the conditions of the Street Trading Consent.
- 6.6 Mobile Trading may only be carried out from the vehicle authorised under the conditions of the Mobile Trading Consent.
- 6.6 Any changes to or replacement of the approved stall / vehicle / unit must first be approved by the Licensing Authority before such a vessel may be used for the purposes of Street Trading or Mobile Trading.

7. STREET TRADING CONSENTS

7.1 PROCEDURE: MAKING A STREET TRADING CONSENT APPLICATION

7.2 A list of currently adopted Street Trading locations (including those currently vacant) can be found on the Council website.

7.3 Applications for a Street Trading Consent to be issued for locations not currently adopted will be welcomed, however applicants are strongly advised to refer to the section within this Policy that details where such locations would be deemed not suitable for trading.

7.4 Applicants who submit an application for a location not already adopted shall place a Yellow A4 Notice at the proposed trading site detailing the application and consultation period. A template is available from the Council website.

7.5 All applications for the grant of a new Street Trading Consent, or to renew an existing Street Trading Consent must be submitted to the Licensing Team, and shall include the following:

- **The completed Street Trading Consent Application Form.**
- **The completed Direct Debit Mandate (if paying by monthly instalments).**
- **Current Food Hygiene Rating Scheme Score and Level 2 Food Hygiene Certificate (if a food business).**
- **Current Electrical and Gas Safety Certificates (if applicable).**
- **Current Public Liability Insurance (to a minimum value of £5,000,000).**
- **Evidence that the applicant and any person(s) operating the stall / vehicle / unit holds a valid right to work in the U.K.**
- **Evidence of consent given by the landowner for the business to trade from the location (private land only).**
- **Evidence that Planning Permission has been granted, or is not required (private land only).**
- **A map showing the proposed trading site, and showing all streets and other public areas covering a 200 metre radius surrounding the proposed Street Trading location.**
- **Photographs of the stall / vehicle / unit from which trading is to take place (the photographs must clearly show the internal and external visual condition of the unit and all signage affixed to it).**
- **Copy of the A4 Yellow Notice placed at the proposed trading site (only applicable to new sites not already adopted by the Council).**

7.6 On the first working day following receipt of your completed application form and all other necessary documents, and payment of the application fee (or part-fee if payment is to be made by way of monthly direct debit instalments), a 28 day consultation will commence with relevant stakeholders.

7.7 If there are no valid objections received during the consultation period, or any concerns that may arise in relation to the application are resolved, then a Street Trading Consent will be issued for a maximum period of 12 months or a minimum period of 6 months (upon request by the applicant).

7.8 DETERMINATION OF APPLICATIONS

- 7.9 Officers of the Licensing Team will evaluate all applications in order to assess the suitability of the applicant and the suitability of the specified trading location.
- 7.10 A Street Trading Consent will be automatically granted if the application meets with the criteria of the Street Trading Policy, and that there are no valid objections outstanding at the end of the 28 day consultation period applicable to all applications for a new trading site.
- 7.11 Where an application is the subject of valid objections that remain unresolved by the end of the 28 day consultation period, the application will be referred to the Director: Place & Communities and a Hearing convened to determine the application.
- 7.12 The Director will determine each application on its own merits, taking into consideration all information attached to the application, the comments of the objectors, and any information provided by the Licensing Team in relation to the applicant, the nature of the business, and the proposed location.
- 7.13 Following the determination of an application, the Licensing Authority will notify the applicant (and any objectors) of the decision (and the reasons for the decision), within 10 working days of the Hearing.
- 7.14 There is no statutory right of appeal against a refusal to issue a Street Trading Consent, or against the conditions that may be attached to the grant of a Street Trading Consent.

7.15 GRANT OF APPLICATIONS

- 7.16 The applicant will be advised by letter that the Street Trading Consent has been granted. The Street Trading Consent will be enclosed with the letter, and attached to the Street Trading Consent will be the standard conditions (and any additional conditions if the application was determined at a Hearing) imposed by the Council, which must be adhered to at all times.

7.17 DURATION OF STREET TRADING CONSENTS

- 7.18 Any Street Trading Consent granted, will be issued for a maximum period of 12 months, or a minimum period of 6 months (if requested by the applicant).
- 7.19 An application to renew an existing Street Trading Consent must be submitted to the Licensing Authority prior to the current Consent expiring (ideally no later than 28 days prior to the expiry date), and all necessary documents to satisfy the Councils criteria must be submitted every time a renewal application is made.

7.20 REFUSAL OF APPLICATIONS

- 7.21 Where an application is refused, the applicant will be informed in writing as to the reasons for the refusal.
- 7.22 There is no right of appeal to the Magistrates Court following the refusal of an application.

7.23 A person aggrieved by a decision of the Council may make an application to the High Court for the judicial review of the decision. For further information on potential grounds for judicial review, applicants should seek independent legal advice.

7.24 TRANSFER OF STREET TRADING CONSENTS

7.25 Under no circumstances may a Street Trading Consent be transferred or sold to another person, save for such a person being a documented business partner or a member of the Street Traders immediate family in the event of the Traders death or incapacity.

7.26 The sub-letting of a Street Trading Consent to another party is not permitted.

8. MOBILE TRADING CONSENTS

8.1 Traders that meet with the criteria detailed below will be classified as Mobile Traders. Ice cream vans and mobile sandwich sellers (i.e they do not have specific customers to whom they visit on a “round”) would typically be deemed to be Mobile Traders.

8.2. A Mobile Trader is one who:

- **Moves from location to location;**
- **Moves at least 50 metres from his / her last trading location and does not return to that location within four hours;**
- **Does not wait in one location for more than 20 minutes; and**
- **Does not trade within 100 metres of any entrance to any educational establishment (without having first received a formal invitation from the educational establishment).**

8.3 Due to the nature of their trade over a wide geographical area and their limited impact upon a single location, Mobile Traders will automatically be granted a Mobile Trading Consent, subject to the applicant and application meeting all of the above criteria.

8.4 However, certain restrictions are required in order to prevent harmful competition, any negative impact on locations, and to protect the business interests of existing permanent premises selling similar goods and services to those that may potentially be offer by Mobile Traders. These restrictions are:

- **That Mobile Trading may not take place from any Council owned park or recreational space during the operating hours of any existing permanent structure selling similar goods and services as those proposed to be offered by the Mobile Trader; and**
- **That no location may be occupied by more than one Mobile Trader at any given time.**

8.5 Mobile Trading Consents are granted for periods of 12 months (or 6 months if requested by the applicant), and require renewal before the expiry of any current Mobile Trading Consent that has been granted.

8.6 PROCEDURE: MAKING A MOBILE TRADING CONSENT APPLICATION

8.7 All applications for the grant or renewal of a new Mobile Trading Consent shall include the following:

- **The completed Mobile Trading Consent Application Form;**
- **The completed Direct Debit Mandate (if paying by monthly instalments).**
- **Current Food Hygiene Rating Scheme Score and Level 2 Food Hygiene Certificate (if a food business).**
- **Current Electrical and Gas Safety Certificates (if applicable).**
- **Current Public Liability Insurance (to a minimum value of £5,000,000).**
- **Evidence that the applicant and any person(s) operating the vehicle holds a valid right to work in the U.K.**

- **A map / maps showing the proposed trading sites, and showing all streets and other public areas covering a 200 metre radius surrounding the proposed Mobile Trading locations.**
- **Photographs of the vehicle from which trading is to take place (the photographs must clearly show the internal and external visual condition of the vehicle and all signage affixed to it).**
- **Evidence that the vehicle may legally be driven on the highway be way of a valid M.O.T., valid Motor Insurance and valid Vehicle Excise Duty.**

8.8 DETERMINATION OF APPLICATIONS

- 8.9 Officers of the Licensing Team will evaluate all applications in order to assess the suitability of the applicant and the suitability of the specified trading locations.
- 8.10 A Mobile Trading Consent will be automatically granted if the application meets with the criteria of the Street Trading Policy.
- 8.11 Where an application is deemed by the Officers of the Licensing Team to not meet with the criteria of this Street Trading Policy, the application will be referred to the Director: Place & Communities and a Hearing convened to determine the application.
- 8.12 The Director will determine each application on its own merits, taking into consideration all information attached to the application, and any information provided by the Licensing Team in relation to the applicant, the nature of the business, and the proposed locations.
- 8.13 Following the determination of an application, the Licensing Authority will notify the applicant (and any objectors) of the decision (and the reasons for the decision), within 10 working days of the Hearing.
- 8.14 There is no statutory right of appeal against a refusal to issue a Mobile Trading Consent, or against the conditions that may be attached to the grant of a Consent.

8.15 GRANT OF APPLICATIONS

- 8.16 The applicant will be advised by letter that the Mobile Trading Consent has been granted. The Mobile Trading Consent will be enclosed with the letter, and attached to the Mobile Trading Consent will be the standard conditions (and any additional conditions if the application was determined at a Hearing) imposed by the Council, which must be adhered to at all times.

8.17 DURATION OF MOBILE TRADING CONSENTS

- 8.18 Any Mobile Trading Consent granted, will be issued for a maximum period of 12 months, or a minimum period of 6 months (if requested by the applicant).
- 8.19 An application to renew an existing Mobile Trading Consent must be submitted to the Licensing Authority prior to the current Consent expiring, and all necessary documents to satisfy the Councils criteria must be submitted every time a renewal application is made.

8.20 REFUSAL OF APPLICATIONS

- 8.21 Where an application is refused, the applicant will be informed in writing as to the reasons for the refusal, specifying the grounds for the decision.
- 8.22 There is no right of appeal to the Magistrates Court following the refusal of an application. A person aggrieved by a decision of the Council may make an application to the High Court for the judicial review of the decision. For further information on potential grounds for judicial review, applicants should seek independent legal advice.

8.23 TRANSFER OF MOBILE TRADING CONSENTS

- 8.24 Under no circumstances may a Mobile Trading Consent be transferred or sold to another person, save for such a person being a documented business partner or a member of the Mobile Traders immediate family in the event of the Traders death or incapacity.
- 8.25 The sub-letting of a Mobile Trading Consent to another party is not permitted.

9. COMMUNITY & CHARITY EVENT TRADING CONSENT

9.1 Traders at an event organised and run by a registered charity or recognised community association (or other non-profit making organisation) for public benefit will be exempt from the requirement to obtain a Special Events Trading Consent for the location of the event, subject to the following restrictions:

- **Traders cannot remain at the event location for any period other than for the duration of the event.**
- **Traders must be invited to trade at the event by the event organisers**
- **Traders of hot foods and / or hot non-alcoholic beverages operating after 23:00 hours, or Traders selling alcohol, must submit a Temporary Event Notice in accordance with the requirements of the Licensing Act 2003.**
- **That the organisers of the event make no “commercial gain” from the event (i.e. that all profits made are put back into the purpose of the registered charity / community association).**
- **That the Traders make a financial contribution from any profits made to the community and / or charity for which the event is held.**
- **That no more than 4 Traders are permitted to attend the event.**
- **That when events are held on Council owned parks and recreational spaces, that the goods and services offered by Traders are not similar to those provided during the operating hours of any permanent structure sited at that location.**

9.2 PROCEDURE: MAKING A COMMUNITY & CHARITY EVENT TRADING APPLICATION

9.3 The event organiser will notify the Events Team at Ashfield District Council of the intended event.

9.4 Within the Event Application submitted by the event organiser to the Council, details of each trader and the goods being sold from each stall / vehicle / unit will be provided.

9.5 The Events Team at the Council will forward a copy of the Event Application to the Licensing Team.

9.6 The Events Team at the Council will consult with the Licensing Team at the Council to determine whether the event is “not for profit”, and to establish that the Traders are making a financial contribution from any profits they make to the community and / or charity for which the event is held.

9.7 If the Licensing Team deem the event to be “not for profit” and that the Traders are making a financial contribution from any profits they make to the community and or charity for which the event is held, the Events Team will be notified, and the Events Team will confirm this status to event organiser, and forward a Community & Charity Event Trading Consent to the event organiser to provide to each Trader attending the event.

9.8 If the Licensing Team deem the event to be for “commercial gain”, the Licensing Team will notify the Events Team, and the Events Team will confirm this status to the event organiser, and a Special Event Trading Consent Application Form will be sent to the event organiser.

10. SPECIAL EVENTS TRADING CONSENTS

10.1 Traders attending an event organised for “commercial gain”, require a Special Events Trading Consent to be granted to the event organiser, subject to the following restrictions:

- **Traders cannot remain at the event location for any period other than for the duration of the event.**
- **Traders must be invited to trade at the event by the event organiser.**
- **Traders of hot foods and / or hot non-alcoholic beverages operating after 23:00 hours, or Traders selling alcohol, must submit a Temporary Event Notice in accordance with the requirements of the Licensing Act 2003.**
- **Traders must provide evidence of a current Food Hygiene Rating Scheme Score (if a food business).**
- **Traders must provide evidence of current Electrical and Gas Safety Certificates for their stalls / vehicles / units (if applicable).**
- **Traders must provide evidence of holding current Public Liability Insurance (to a minimum value of £5,000,000).**
- **Traders must provide evidence that they and any person(s) operating the stall / vehicle / unit holds a valid right to work in the U.K.**
- **That no more than 4 Traders are permitted to attend the event.**
- **That when events are held on Council owned parks and recreational spaces, that the goods and services offered by Traders are not similar to those provided during the operating hours of any permanent structure sited at that location.**

10.2 PROCEDURE: MAKING A SPECIAL EVENT TRADING APPLICATION

10.3 The event organiser will notify the Events Team (if on public land) or the Licensing Team (if on private land) at Ashfield District Council of the intended event.

10.4 The Licensing Team will contact the event organiser to discuss the proposed trading at the event, and forward a Special Event Trading Application Form to the event organiser for completion, submission and payment of the appropriate fee.

10.5 The fee payable by the event organiser will depend on the number of trading stalls attending the event. Details as to the fees applicable to Special Event Trading Consents can be found on the Councils website or on enquiry to the Licensing Authority.

10.6 If any stall / vehicle / unit at the event sells alcohol, or provides hot food and / or hot beverages after 11.00 p.m. the Licensing Team will advise the event organiser that a Temporary Event Notice granted in accordance with the Licensing Act 2003 will be required to cover these licensable activities.

10.7 A copy of the Special Event Trading Consent (listing each Trader) must be displayed at all stalls / vehicles / units trading at the event.

11. MARKETS

- 11.1 Markets (including Temporary Markets) held in the market towns of the District fall outside of the scope of the Street Trading Policy.
- 11.2 A market is comprised of not less than five stalls, stands, vehicles or pitches from which articles are sold and may sometimes be held as part of a wider event. The Ashfield District Council Market Policy can be found online at: **www.ashfield.gov.uk/markets**
- 11.3 Alternatively Ashfield Markets can be contacted on 01623 551385, or by email at: **markets@ashfield.gov.uk**
- 11.4 The Council has adopted two locations for Street Trading where local markets take place, but Street Trading is not permitted at these locations during the hours that the Markets are in operation.

12. ENFORCEMENT

- 12.1 The Council is committed to enforcing the provisions contained within the relevant legislation, and to work in partnership with all enforcement agencies, in order to promote a consistent, transparent and proportionate approach to the enforcement of licensing matters.
- 12.2 Where licensable activities are conducted without the relevant permissions having been granted by the Licensing Authority, or where conditions / permitted trading hours are breached, the Council will gather evidence and take the necessary enforcement actions as required.

13. FEES & CHARGES

- 13.1 Fees are set and reviewed annually on a full cost recovery basis.
- 13.2 The level of fees applicable to the Street Trading function takes into account the administrative costs associated with the consideration of applications, the issue and administration of the Consent, and the costs associated with compliance checks carried out by the Licensing Authority to ensure that Traders operate in accordance with the conditions of their Consent.
- 13.3 Details as to the fees applicable to the Street Trading function can be found on the Councils website or on enquiry to the Licensing Authority.
- 13.4 Details as to acceptable payment options can be found on the Council website or on enquiry to the Licensing Authority.
- 13.5 No application will be deemed valid until payment of the appropriate fee (or payment of the initial fee if opting to pay by monthly instalments), and all agreed instalment plans must be maintained in accordance with the terms of the payment agreement.
- 13.6 Where trading ceases during the term of a Street Trading Consent or Mobile Trading Consent, refunds will not be issued for any outstanding period of less than three months.
- 13.7 Where a Special Event Trading Consent has been granted, no refund will be issued should a Trader not attend the event, or the event is cancelled.

14. EQUALITY AND DIVERSITY

- 14.1 Ashfield District Council is committed to promoting equal opportunities, valuing diversity and tackling social exclusion.

The Council will aim to provide opportunities that meet the diverse needs of different people and groups of people by ensuring that services and employment opportunities are accessible to all.

Everyone will be treated fairly and with respect. Diverse needs will be understood and valued. The Council will aim to eradicate all forms of discrimination.'

Further information on the Council's policy can be viewed on the website at: **www.ashfield.gov.uk**

- 14.2 Advice and guidance will be made available in English which is the most common language of customers and stakeholders.

On request the Council will signpost customers to providers of guidance and information relating to translation services.

15. LICENSING AUTHORITY CONTACT DETAILS

Licensing Team
Ashfield District Council
Council Offices
Urban Road
Kirkby in Ashfield
Nottinghamshire
NG17 8DA

Tel: 01623 457589

Email: licensing@ashfield.gov.uk

Web: www.ashfield.gov.uk/streettrading

APPENDIX A: STANDARD CONDITIONS - STREET TRADING CONSENTS

1. No trading to which this Street Trading Consent attached consent relates shall take place other than in accordance with the times and days stated on the Street Trading Consent.
2. The holder of the Street Trading Consent shall ensure that the stall / vehicle / unit is positioned only in the designated space of the location for which the Street Trading Consent is granted.
3. Trading shall only be carried out from the stall / vehicle / unit detailed within the application for which this Street Trading Consent is granted.
4. The holder of the Street Trading Consent shall ensure that the stall / vehicle / unit is kept in a clean, safe and well maintained condition, and be of an appearance acceptable to the Council.
5. The Street Trading Consent holder shall conduct the business in such a manner to ensure that:
 - no nuisance is caused to the occupiers of premises / properties in the immediate vicinity;
 - no obstruction is caused to other vehicles or pedestrians by the siting of the stall / vehicle / unit;
 - no danger is caused to occupiers of premises / properties in the immediate vicinity, or to other users of the location of the stall / vehicle / unit.
6. The holder of the Street Trading Consent shall provide customers with a means of disposal for any litter associated with the sales of goods from the stall / vehicle / unit.
7. The holder of the Street Trading Consent shall ensure that the trading location is left clear of refuse at the completion of trading each day; and that the area in the immediate vicinity of the stall/ vehicle / unit is kept clear of all refuse originating from their trade at all times.
8. The holder of the Street Trading Consent shall ensure that all waste originating from their trade is disposed of responsibly and in an environmentally-friendly manner.
9. The holder of the Street Trading Consent shall not provide any facilities such as tables or seating (either internally or externally) without having first sought the permission of the Council. Should the provision of tables and seating be likely to result in a nuisance or annoyance to those occupiers of premises and properties in the immediate vicinity or present a danger to the users of the street, such permission will not be granted, or any previous permission will be rescinded.
10. The holder of the Street Trading Consent shall seek the approval of the Council prior to affixing any signage, livery or and advertisements to the stall / vehicle / unit.
11. The holder of the Street Trading Consent shall notify the Council of any proposed changes to be made to the stall / vehicle / unit to which the Street Trading Consent is granted, and shall not undertake such changes until the Council has first approved the proposals.

12. The holder of the Street Trading Consent shall notify the Council of any proposed replacement stall / vehicle / unit to which the Street Trading Consent is granted, and shall not replace the existing stall / vehicle / unit until the Council has first approved the proposed replacement stall / vehicle / unit.
13. The holder of the Street Trading Consent shall comply with all statutes, statutory instruments and byelaws currently in force; in particular the requirements of the Health & Safety at Work Act 1974, the Food Safety Act 1990 and associated regulations, The Food Hygiene (England) Regulations 2006 and the Environmental Protection Act 1990.
14. All staff involved in the preparation of food shall hold a current Level 2 food safety certificate, accredited by the Chartered Institute of Environmental Health, the Royal Society of Health, or the Royal Institute of Public Health and Hygiene.
15. The holder of the Street Trading Consent shall take adequate precautions to prevent the risk of fire at the stall / vehicle / unit. A serviceable fire blanket and suitable fire extinguisher/s shall be provided at all times.
16. The holder of the Street Trading Consent shall ensure that where the stall / vehicle / unit has a 240 volt electrical system that an up to date annual electrical safety certificate is in force.
17. The holder of the Street Trading Consent shall ensure that where gas cylinders are used that an up to date annual gas safety certificate is in force.
18. The holder of the Street Trading Consent shall ensure that a first aid kit is maintained on the stall / vehicle / unit and made available to any customers injured by the activities of the business operation.
19. The holder of the Street Trading Consent shall notify the Council as to the identity of any person employed to operate his / her stall / vehicle / unit.
20. The holder of the Street Trading Consent shall not sub-let his / her stall / vehicle / unit to another person.
21. The holder of the Street Trading Consent shall ensure that the Street Trading Consent issued by the Council is clearly displayed within the stall / vehicle / unit when trading, and is to be produced on demand to any Authorised Officer.
22. The holder of the Street Trading Consent shall have and maintain a proper insurance policy against public liability and third-party risks. The minimum insurance cover shall be £5,000,000 and shall cover the holders' stall / vehicle / unit and any additional equipment under their control.
23. The holder of the Street Trading Consent shall maintain any instalment plan for the payment of the Street Trading Consent issued by the Council in accordance with the terms of the instalment arrangement. Failure to adhere to the terms of the instalment arrangement shall likely result in the forfeiture of the Street Trading Consent.
24. The holder of the Street Trading Consent shall understand that any failure to comply with the conditions and permitted trading hours attached to the Street Trading Consent may result in the Street Trading Consent being revoked.

APPENDIX B: STANDARD CONDITIONS: MOBILE TRADING CONSENTS

1. No trading to which this Mobile Trading Consent relates shall take place other than in accordance with the times and days stated on the Mobile Trading Consent.
2. No trading to which this Mobile Trading Consent relates shall take place at any Council owned park or recreational spaces during the operating hours of any permanent structure sited at such a location that offers similar goods and services.
3. No trading to which this Mobile Trading Consent relates shall take place other than from the permitted vehicle stated on the Mobile Trading Consent.
4. The holder of the Mobile Trading Consent shall ensure that when carrying out the trading activities permitted on the Mobile Trading Consent that:
 - The vehicle shall not wait in one location for more than twenty minutes.
 - The vehicle shall move at least 50 metres from the last trading location and shall not return to that location within four hours.
 - The vehicle shall move from location to location within the permitted area.
 - The vehicle shall not trade or park within 100 metres of any entrance to any educational establishment, unless a prior formal invitation has been issued by the educational establishment.
5. The holder of the Mobile Trading Consent shall ensure that the vehicle is kept in a clean, safe and well-maintained condition, and be of an appearance acceptable to the Council.
6. The holder of the Mobile Trading Consent shall conduct the business in such a manner to ensure that:
 - no nuisance is caused to the occupiers of premises / properties in the immediate vicinity;
 - no obstruction is caused to other vehicles or pedestrians by the siting of the vehicle;
 - no danger is caused to occupiers of premises / properties in the immediate vicinity, or to other users of the location of the vehicle.
7. The holder of the Mobile Trading Consent shall provide customers with a means of disposal for any litter associated with the sales of goods from the vehicle.
8. The holder of the Mobile Trading Consent shall ensure that all waste originating from their trade is disposed of responsibly and in an environmentally-friendly manner.
9. The holder of the Mobile Trading Consent shall seek the approval of the Council prior to affixing any signage, livery or and advertisements to the vehicle.
10. The holder of the Mobile Trading Consent shall notify the Council of any proposed changes to be made to the vehicle to which the Mobile Trading Consent is granted, and shall not undertake such changes until the Council has first approved the proposals.
11. The holder of the Mobile Trading Consent shall notify the Council of any proposed replacement vehicle to which the Mobile Trading Consent is granted, and shall not replace the existing vehicle until the Council has first approved the proposed replacement vehicle.

12. The holder of the Mobile Trading Consent shall comply with all statutes, statutory instruments and byelaws currently in force; in particular the requirements of the Health & Safety at Work Act 1974, the Food Safety Act 1990 and associated regulations, The Food Hygiene (England) Regulations 2006 and the Environmental Protection Act 1990.
13. All staff involved in the preparation of food shall hold a current Level 2 food safety certificate, accredited by the Chartered Institute of Environmental Health, the Royal Society of Health, or the Royal institute of Public Health and Hygiene.
14. The holder of the Mobile Trading Consent shall take adequate precautions to prevent the risk of fire in the vehicle. A serviceable fire blanket and suitable fire extinguisher/s shall be provided at all times.
15. The holder of the Mobile Trading Consent shall ensure that where the vehicle has a 240 volt electrical system that an up to date annual electrical safety certificate is in force.
16. The holder of the Mobile Trading Consent shall ensure that where gas cylinders are used that an up to date annual gas safety certificate is in force.
17. The holder of the Mobile Trading Consent shall ensure that a first aid kit is maintained in the vehicle to treat any customers injured by the activities of the business operation.
18. The holder of the Mobile Trading Consent shall notify the Council as to the identity of any person employed to operate his / her vehicle.
19. The holder of the Mobile Trading Consent shall not sub-let his / her vehicle to another person.
20. The holder of the Mobile Trading Consent shall ensure that the Mobile Trading Consent issued by the Council is clearly displayed within the vehicle when trading, and is to be produced on demand to any Authorised Officer.
21. The holder of the Mobile Trading Consent shall have and maintain a proper insurance policy against public liability and third-party risks. The minimum insurance cover shall be £5,000,000 and shall cover the holders' vehicle and any additional equipment under their control. Proof of such cover must be produced to an Authorised Officer on demand.
22. The holder of the Mobile Trading Consent shall maintain any instalment plan for the payment of the Mobile Trading Consent issued by the Council in accordance with the terms of the instalment arrangement. Failure to adhere to the terms of the instalment arrangement shall likely result in the forfeiture of the Mobile Trading Consent.
23. The holder of the Mobile Trading Consent shall understand that any failure to comply with the conditions attached to the Mobile Trading Consent may result in the Mobile Trading Consent being revoked.
24. The holder of the Mobile Trading Consent shall understand that should evidence be obtained that trading has occurred outside of the times and days permitted, or at locations within the Ashfield District not listed on the Mobile Trading Consent that he / she may be prosecuted for committing an offence.